

Bucksport Comprehensive Plan 2015

COMMITTEE MEETING AGENDA

March 9, 2015 Meeting at 6:00 PM

Jewett School Conference Room (66 Bridge St.)

1. Introductions: What is your background and what are your interests? (briefly)
2. CP Program (Organizing people):
 - a. Role of the Town Council (Choose consultant, appoint members, oversight)
 - b. Role of the Consultant (Tom Martin of HCPC, under contract, limited budget)
 - c. Role of the Committee Chair (Organize and facilitate meetings with consultant)
 - d. Role of the Committee Secretary (Record brief minutes, misc. communications)
 - e. Role of the Committee Members (Represent a segment of the citizenry and gen'l)
 - f. Role of the Town staff (volunteering meeting time, some are residents, advise)
 - g. Guest speakers, including department heads invited for appropriate topics.
 - h. The public is always invited (participation of non-members moderated by Chair)
 - i. Subcommittees may be created for specific tasks identified during the process.
3. CP Process (Organizing procedures):
 - a. Monthly meetings are now scheduled for the second Monday from 6 to 8 PM.
 - b. Agenda and drafts of new chapters provide before each meeting for review.
 - c. The Chair will facilitate moving through chapters on a flexible schedule.
 - d. The secretary will record gen'l happenings and decisions at meetings in minutes.
 - e. Staff will make a recording (audio transcript) and post on Google Drive.
 - f. The consultant will revise drafts based on consensus at the meetings.
 - g. Revised chapters will be provided via the Town website/Google Drive.
 - h. All chapters will be provided/reviewed again at the end of each major section.
 - i. Members are encouraged to take notes at the meetings, especially on items that you find particularly important. It's up to you to make sure that any agreed changes get into the chapter draft. To make sure, you may send your notes to the Secretary and Consultant as a reminder. This

works for any typos, grammar or other issues that you find. Let's try not to spend too much time "word-smithing" during the meetings and focus on the topic at hand.

4. CP Progress (Organizing information):

- a. The plan needs some well-placed photos and recent accomplishment highlights.
- b. Discuss Comprehensive Plan Overview from HCPC (To be provided.)
- c. Review progress on each past chapter and mill closure effects (subcommittee?)
- d. Citizen outreach needed: public opinion survey & events (subcommittee?)